

SITE PLAN

Site Plans

Site Planning is the process through which the City ensures compliance with all codes and ordinances relative to landscaping and buffers, building height and setbacks, construction of parking lots and other elements of the building site. Site Plans are required for all commercial and multi-family residential developments. In each case, the process will include the review and approval of civil construction documents, site plan and landscape plan.

The City of College Station has adopted minimum standards for site plans in the Unified Development Ordinance with the intent to provide for:

- Safe and convenient traffic control, handling, and vehicle queuing;
- Assured pedestrian safety;
- Efficient and economic public utilities;
- Public road or street access;
- Safe and efficient internal access;
- Adequate parking and maneuvering areas;
- Noise and emission control or dispersion;
- Runoff, drainage, and flood control;
- Visual screening of areas offensive to the public or adjacent developments;
- Compliance with the City's adopted Streetscape Plan;
- Clear indication of what constitutes the building plot for signage; and
- Location and density of buildings or dwellings where topography or characteristics of the site compel a lower density than would otherwise be allowed, or require location consistent with accepted engineering practices and principles.

The Fire Marshal's Office must also review site plans with the intent of providing for:

- Compliance with the Fire Code;
- Adequate fire lane access;
- Sprinkler requirements;
- Alarm system requirements;
- Fire hydrant(s) and locations; and
- Fire Department connection locations

A site plan, meeting the requirements of the Unified Development Ordinance, is required when any of the following occur within the City of College Station:

- Development of vacant land
- Any new addition to an existing developed site
- When 25% of the landscape is changed

If a site plan has not met all of the requirements of the Unified Development Ordinance and has not been approved by the Planning & Development Services Department, the City of College Station will not issue a building permit for any structure on that property.

Site Plan Review

Site plans are required for all commercial and multi-family development in the City. Completed Site Plans are reviewed for compliance with the Unified Development Ordinance. If all conditions are met, then the Site Plan will be approved. However, if the subject property is zoned as a Planned Development District (PDD) or Planned Mixed-Use District (P-MUD), the Design Review Board must first approve a Concept Plan. Any modifications to the site development standards must be indicated on the approved Concept Plan.

Deadlines for Site Plan submittal are Monday mornings at 10:00 a.m. All complete submittals received before this deadline will be assigned to a Staff Planner and Development Engineer to be reviewed during that week's review. The Planner is the central point of contact for the site plan review process. Where review or inspection by other offices is required, Staff will schedule the necessary meetings and inspections and ensure that the applicant is kept abreast of the project's status.

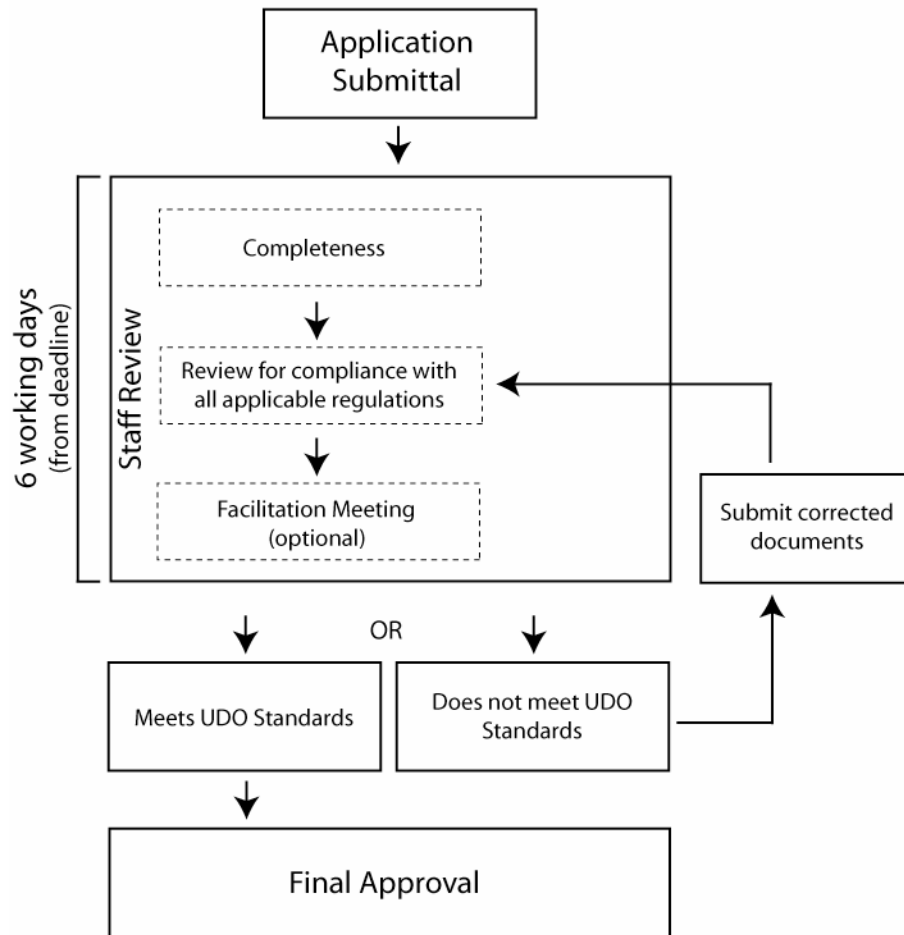
After review of an application, Staff comments will be sent out by 5:00 p.m. the following Monday. Following this, the Development Coordinator will schedule an optional facilitation meeting on Tuesday afternoon with the applicant to review Staff comments. Once comments have been addressed, the plan may be re-submitted by the next deadline for a second review. This process continues until the Site Plan meets all requirements.

Appeals of site plans denied by the Administrator where the denial was based upon the Site Plan Review Criteria must be submitted to the Design Review Board within 30 days of the decision. If no appeal is filed within 30 days, the decision is final.

An approved site plan expires 12 months from the date of approval unless a building permit has been issued and remains valid, or, in a phased development with more than one building, a valid building permit is issued at least every 12 months. A one-time extension of an approved site plan may be granted by the Administrator for 180 days upon demonstration of substantial progress and the lack of changed or changing conditions in the area.

Before issuing any Certificates of Occupancy for a development, all improvements reflected on an approved site plan must be constructed. Accordingly, all terms and conditions of site plan approval must be met at the time of development.

Site Plan Review



Development Permit

A development permit is necessary for any site or infrastructure work required prior to any building construction. A full development permit cannot be issued without an approved site plan. The following uses are exempt from the permitting requirements:

- Customary and incidental grounds maintenance, landscaping, and gardening.
- Drainage-related improvements or modifications by a homeowner on property used as their principal residence where that property lies outside of the designated Area of Special Flood Hazard.
- Uses by a landowner of their property for bona fide agricultural purposes.

Upon submission of a complete application, Development Permit Applications are reviewed by the Development Engineer. Based on the following relevant factors, the Development Engineer may approve, approve with conditions, or disapprove a development permit application:

- The danger to life or property due to flooding or erosion damage;
- The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
- The danger that materials may be swept onto other lands to the injury of others;
- The compatibility of the proposed use with existing and anticipated development;
- The maintenance and operational costs of providing governmental services during and after flood conditions, including maintenance and repair of streets and bridges, and public utilities and facilities such as sewer, gas, electrical, and water systems;
- The expected heights, velocity, duration, rate of rise, and sediment transport of the flood waters, and the effects of wave action, if applicable, expected at the site;
- The necessity to the facility of a waterfront location, where applicable;
- The availability of alternative locations, not subject to flooding or erosion damage, for the proposed use;
- The barricading of existing trees to remain on the property and count as protected trees under Section 7.5 of the UDO, Landscaping and Tree Protection; and
- Compliance with the UDO.

Written notification of the status of the application will be made to the applicant within ten working days of submission of a complete application. However, notifications for applications for development within designated special drainage areas may be made in sixty (60) days.

Expiration of Approval

A development permit within an area of special flood hazard issued by the Development Engineer will become invalid in 12 months unless the work authorized is completed. The Development Engineer may authorize an extension of a development permit upon demonstration of substantial progress and the lack of changed or changing conditions in the area.

FREQUENTLY ASKED QUESTIONS

1. For what projects must I submit a site plan application and completed checklist?

Any commercial or multi-family development must have an approved site plan before any building permits may be issued.

2. How will I know if my site plan has been approved?

Any comments about the site plan will be sent via fax or e-mail to the people named on the application. When the site plan is ready to be stamped approved, we will ask for the appropriate number of copies to be submitted for stamping.

3. How long does it take to get a site plan approved?

Deadlines for submittal are Monday mornings at 10:00 a.m. All submittals received before this deadline will be assigned to a Staff planner and development engineer to be reviewed during that week's review. You should receive comments on the site plan by 5:00 p.m. the following Monday. Once you have addressed all comments you may re-submit by the next deadline for a second review. This process continues until all of Staff's comments have been met.

4. What if my site plan does not comply with all of the regulations in the Unified Development Ordinance?

All site plans must comply with the regulations contained in the UDO. If the site is unable to comply because of a special condition relating to the land, a variance to the requirement may be requested. The Zoning Board of Adjustments decides the question of variance to an ordinance requirement.

5. Once my site plan is approved, what do I do next?

Once you have an approved site plan, you may apply for building permits.

6. Does my approved site plan ever expire?

Yes. An approved site plan expires in 12 months if a building permit has not been obtained.

7. What if I want to clear my property before my plans are approved by City Staff?

You may do this provided you have applied for and received a Development Permit that allows you to do earthwork.